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| Test Script  SAP SuccessFactors HCM Core  April 2018  English | Customer |
| Manage Apprentices  ID: 1ZC |

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Document History

| **Revision** | **Change Date** | **Description** |
| --- | --- | --- |
|  |  |  |

# Purpose

## Purpose of the Document

This document provides a detailed procedure for testing the scope item Manage Apprentices after solution deployment, reflecting the predefined scope of the solution. Each process step is covered in its own section, providing the system interactions (i.e. test steps) in a table view. Steps that are not in scope of the process but are needed for testing are marked accordingly (see column Test Step). Customer-project-specific steps must be added.

This scope item is valid for the following countries, unless otherwise specified: AE, AU, CN, DE, FR, GB, SA, US.

Note for the customer project team: Instructions for the customer project team are mentioned between brackets and should be removed before hand -over to project testers. The appendix is included for internal reference, in particular to support A2O, and should also be deleted before hand-over to the customer, unless deemed helpful to explain the larger context.

## Purpose of Manage Apprentices

This document describes how to manage the internal training, on-the-job training, and instruction of apprentices within the SAP SuccessFactors Employee Central system.

Apprentice Management supports the planning and management of the (typically) 3-year educational programs, in which the young talents rotate between on-the-job trainings and study, both within the company and external. The primary users of this module are apprentice supervisors, who are in overall charge of apprentices and their training. The apprentice supervisors plan the apprenticeships efficiently and share the apprentices' schedules with on-site supervisors and apprentices.

# Prerequisites

This section summarizes all prerequisites needed to conduct the test in terms of system, user, master data, organizational data, and other test data and business conditions.

## Configuration

Please ensure to follow the correct installation sequence of building blocks as specified in the Prerequisite Matrix.

## System Access

The test should be conducted with the following system and users:

|  | Type of Data | Details |
| --- | --- | --- |
| System | SAP SuccessFactors Employee Central | <Provide details on how to access system, e.g. system client or URL> |
| Standard User | Apprentice Supervisor | <Provide Standard User Id and Password for test, if applicable> |
| Standard User | On-Site Supervisor | <Provide Standard User Id and Password for test, if applicable> |
| Standard User | Apprentice | <Provide Standard User Id and Password for test, if applicable> |

 Note

In the following, the SAP SuccessFactors Employee Central system will be referenced as Employee Central.

## Roles

The permissions groups *SAP BestPractices Apprentice Supervisor*, *SAP BestPractices On-site Supervisor*, and *SAP BestPractices Apprentices* must have been created, to which appropriate permission roles are assigned. The employees executing the process steps within this scope item need to be assigned to the appropriate permission group.

For non-standard users, the following roles must be assigned in Employee Central to the system user(s) testing this scenario.

| Business Role | Permission Role | Process Step | Sample data |
| --- | --- | --- | --- |
| Apprentice Supervisor   Note  This is the person having Relationship Type Apprentice Supervisor to the employee; visible in the Job Relationships block of the employee. The Job Relationships block is located in the Employment Information section > Job Relationships subsection. | SAP BestPractices Apprentice Supervisor | Refer to chapter Overview Table | Test user: <userid>; Password: <password>  For testing purpose, you can proxy as the role using SAP BestPractices Apprentice Super Admin role. |
| On-Site Supervisor | SAP BestPractices On-site Supervisor | Refer to chapter Overview Table | Test user: <userid>; Password: <password>  For testing purpose, you can proxy as the role using SAP BestPractices Apprentice Super Admin role. |
| Apprentice | SAP BestPractices Apprentices | Refer to chapter Overview Table | Test user: <userid>; Password: <password>  For testing purpose, you can proxy as the role using SAP BestPractices Apprentice Super Admin role. |

## Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company have been created in your system during implementation. The organizational structure reflects the structure of your company and includes the company, cost center and location in the system. The master data reflects employee specific data.

## Business Conditions

Before this scope item can be tested, the following business conditions must be met.

 Note

This scope item is valid for the following countries, which are in scope of this SAP Best Practices solution: AE, AU, CN, DE, FR, GB, SA, US.

Country-specific details are described in the separate chapter *Country-specific fields* and its subchapters towards the end of the document.

Hyperlinks to chapter *Country-specific fields* have been added in the Business Condition table within this chapter. You can always jump back by using the Back  button on the Quick Access Toolbar of the Word document.

 Recommendation

To add the Back button, select the Customize Quick Access Toolbar  drop-down and select More Commands. In the Choose commands from drop-down list, choose Commands Not in the Ribbon. Scroll down in the list and select Back. Select Add, then select OK.

 Recommendation

Once you have jumped to the subchapter containing the country-specific information, we recommend enabling View → Navigation Pane from the top menu to have the navigation pane shown in the left side of the screen. Thus you will be able to navigate to your country.

|  | Business Condition | Comment |
| --- | --- | --- |
| 1 | Employees with an Employee Class for apprentices must have been hired (or rehired) and already exist in the system.   Note  This information is country-specific.   Caution  For a detailed list refer to chapter [Country-Specific Fields 🡪 Employee Class.](#_Employee_Class) | Refer to the appropriate step of scope item Add New Employee / Rehire (FJ0). |
| 2 | One administrator user with the complete access to all employee views and fields must exist. | Permission Role SAP BestPractices Apprentice Super Admin can be used as reference. |

## Preliminary Steps

### Maintaining Apprentice Supervisor for Apprentice

Use

The majority of the process steps within this scope item are executed by the apprentice supervisor. Therefore, during hiring of the apprentice, the Relationship Type Apprentice Supervisor must have been maintained.

 Note

For details, refer to test script of scope item Add New Employee / Rehire (FJ0).

Nevertheless, in case you have missed to maintain the mentioned relationship type, you can add it as briefly described below.

Procedure

1. Log on to Employee Central as HR Administrator.
2. Select from the Home drop-down My Employee Files. Select the drop-down next to your name to enter the apprentice’s name in the search box, and choose in the list of persons matching the search criteria the appropriate apprentice.
3. Go to the Employment Information section, and there scroll down to the Job Relationships subsection.
4. Select the ~~Pencil (Edit) icon~~ ⊕ Add link next to the Job Relationships block.
5. In the upcoming Job Relationships dialog box, enter in the When would you like your changes to take effect? field the date the change is to become valid (most likely the hiring date of the apprentice). Select the ⊕ Add link and make the following entries:

| Field Name | User Action and Values |
| --- | --- |
| Relationship Type | select Apprentice Supervisor from drop-down |
| Name | select appropriate employee from drop-down |

1. Choose the Save button. The data is saved and is visible in the employee’s Job Relationships subsection of the Employment Information section.

# Overview Table

The scope item Manage Apprentices consists of several process steps provided in the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Process Step | UI Type | Business Condition | Business Role | Transaction Code | Expected Results |
| Maintain Apprentice Groups | Employee Central UI | Apprentices must belong to an apprentice group. | Apprentice Supervisor | Company Instance URL | Apprentice groups have been maintained. |
| Maintain Schools (Optional) | Employee Central UI | The apprentice should attend an external training. | Apprentice Supervisor | Company Instance URL | Schools, where apprentices can attend external training, have been maintained. |
| Maintain Apprentice Departments (Optional) | Employee Central UI | The apprentice should attend an on-the-job training. | Apprentice Supervisor | Company Instance URL | Departments, where apprentices are supposed to do on-the-job training, have been maintained. |
| Maintain Apprentices | Employee Central UI |  | Apprentice Supervisor | Company Instance URL | Data relevant for apprentices during their apprenticeship has been maintained. |
| Maintain Apprenticeship Plan | Employee Central UI |  | Apprentice Supervisor | Company Instance URL | The apprenticeship plan for specified apprentice group(s) has been maintained. |
| Share Apprenticeship Plan | Employee Central UI |  | Apprentice Supervisor | Company Instance URL | The apprenticeship plan has been shared with the apprentice(s) and the on-site supervisor(s). |
| Send E-mail Notification about Apprenticeship Plan Availability | Back-ground | E-Mail address of apprentice(s) and on-site supervisor(s) are maintained in their employee file. | - |  | An e-mail has been sent to the affected apprentice(s) and on-site supervisor(s), notifying them about the availability of the apprenticeship plan. |
| Receive E-mail Notification about Apprenticeship Plan Availability | E-Mail |  | Apprentice;  On-Site Supervisor | outside software | The affected apprentice(s) and on-site supervisor(s), have received the e-mail notification about the availability of the apprenticeship plan. |
| View Department Plan (Optional) | Employee Central UI |  | Apprentice Supervisor | Company Instance URL | The plan for the department, to which the apprentices are assigned to, has been viewed. |
| View my Apprenticeship Plan | Employee Central UI |  | Apprentice | Company Instance URL | The own apprenticeship plan has been viewed by the apprentice. |
| View Apprenticeship Plan of Apprentices | Employee Central UI |  | On-Site Supervisor | Company Instance URL | The apprenticeship plan has been viewed by the on-site supervisor of the apprentice. |

# Testing the Process Steps

This section describes test procedures for each process step that belongs to this scope item.

The test should take around 60 minutes.

 Note

This scope item is valid for the following countries, which are in scope of this SAP Best Practices solution: AE, AU, CN, DE, FR, GB, SA, US.

## Maintaining Apprentice Groups

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | Apprentice Supervisor | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

To manage apprenticeship plans of apprentices as efficiently as possible, the apprentices must belong to a group.

The Apprentice Supervisor needs to create an apprentice group, grouping his or her apprentices. In case groups are already available, the Apprentice Supervisor can maintain them as required.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as Apprentice Supervisor. |  |  | The Home page is displayed. |  |
| 2 | Access Apprentice Management module | From theHomedrop-down, select Apprentice Management*.* |  |  | The Apprentice Management page is displayed, containing the Apprenticeship Plan. |  |
| 3 | Select Action to be Performed | Select the Take Action button located in the top right corner of the screen and from the value list, which appears, select Manage Apprentice Groups. |  |  | The displayed screen is divided in two parts:   * Apprentice Groups: existing apprentice groups are listed on the left side of the screen. * Create Apprentice Group the right side of the screen can be used for creating new apprentice groups. |  |
| 4 | Create Apprentice Group | In the Create Apprentice Group part of the screen, make the following entries: | Group Name: enter name as appropriate |  |  |  |
| Notes: enter any additional note, if appropriate |
| 5 | Save Apprentice Group | Choose the Save button. |  | In case you want to create another apprentice group, on the bottom of the Apprentice Groups part of the screen choose the + icon. The Create Apprentice Group section is displayed in the right part of the screen, where you can enter data as appropriate. | The message Your changes were successfully saved is displayed and the newly created group is visible on the left side of the screen. |  |
| 6 | Update Existing Apprentice Group (Optional) | In case you need to adapt an existing apprentice group, in the Apprentice Groups part of the screen select the appropriate group, make adaptions as appropriate, and then choose the Save button. |  |  |  |  |
| 7 | Return to Main Page | Choose the Back  icon located next to Apprentice Groups on the left side of the screen. |  |  | You return to the main Apprentice Management page. |  |

## Maintaining Schools (Optional)

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | Apprentice Supervisor | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The Apprentice Supervisor creates a school, where the apprentice can attend an external training. An apprentice school is a training establishment outside your business. Already existing schools are listed, too and can be maintained by the Apprentice Supervisor as required.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as Apprentice Supervisor. |  | In case you execute this process step immediately after the previous process step and are already on the Apprentice Management main page, you can skip these test steps and proceed directly with test step # 3. | The Home page is displayed. |  |
| 2 | Access Apprentice Management module | From theHomedrop-down, select Apprentice Management*.* |  | The Apprentice Management page is displayed, containing the Apprenticeship Plan. |  |
| 3 | Select Action to be Performed | Select the Take Action button located in the top right corner of the screen and from the value list, which appears, select Manage Schools. |  |  | The displayed screen is divided in two parts:   * Schools: Existing schools are listed on the left side of the screen. * Create School: The right side of the screen can be used for creating new schools. |  |
| 4 | Create School | In the Create School part of the screen, make the following entries: | School Name: enter name as appropriate |  |  |  |
| Location: enter if appropriate |
| Contact Person: enter if appropriate |
| 5 | Save School | Choose the Save button. |  | In case you want to create another school, choose on the bottom of the Schools part of the screen the + icon. The Create School section is displayed in the right part of the screen, where you can enter data as appropriate. | The message Your changes were successfully saved is displayed and the newly created school is visible on the left side of the screen. |  |
| 6 | Update Existing School (Optional) | In case you need to adapt an existing school, select the appropriate school in the Schools part of the screen, make adaptions as appropriate, and then choose the Save button. |  |  |  |  |
| 7 | Return to Main Page | Choose the Back  icon located next to Schools on the left side of the screen. |  |  | You return to the main Apprentice Management page. |  |

## Maintaining Apprentice Departments (Optional)

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | Apprentice Supervisor | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

In case apprentices are supposed to do on-the-job training, departments are required as well as supervisors heading these departments.

The Apprentice Supervisor can pick from the list of all departments available in the company that department in which the apprentice is supposed to do the on-the-job training and maintains it as appropriate.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as Apprentice Supervisor. |  | In case you execute this process step immediately after the previous process step and are already on the Apprentice Management main page, you can skip these test steps and proceed directly with test step # 3. | The Home page is displayed. |  |
| 2 | Access Apprentice Management module | From theHomedrop-down, select Apprentice Management*.* |  | The Apprentice Management page is displayed, containing the Apprenticeship Plan. |  |
| 3 | Select Action to be Performed | Select the Take Action button located in the top right corner of the screen and from the value list, which appears, select Manage Apprentice Department. |  |  | The displayed screen is divided in two parts:   * Apprentice Department: Departments already existing in the company are listed on the left side of the screen. * Manage Apprentice Department: The right side of the screen can be used for maintaining apprentice specifics for an existing department. |  |
| 4 | Maintain Apprentice Specifics for Department | In the Apprentice Departments part of the screen select the appropriate department and in the Manage Apprentice Department part of the screen make the following entries:  Note  In case Company Structure Overview is implemented in your instance:  The departments show up. In case you already maintained the fields Maximum Number of Apprentices, Location, On-Site Supervisor and Notes in the Company Structure Overview, the field entries are shown here. You can adapt them if appropriate.  For more information please refer to test script of scope item *Manage Company Structure (2OY).* | When would you like your changes to take effect?: select from calendar help the date on which the entries in the fields below take effect | Make sure to select a date on which the on-site supervisor is active in the department. |  |  |
| Maximum Number of Apprentices: enter the maximum number of apprentices to be managed in the department | The number you enter here is used by the system to ensure the department maximum is not exceeded. |
| Location: enter the exact location where the apprentice can work, for example a combination of city, street, building number, etc. |  |
| On-Site Supervisor: select the Drop-Down  icon inside the field, in the Search  field enter the name (or name parts) of the supervisor, and select the appropriate person from the result list | The on-site supervisor needs to be an employee of the chosen department. |
| Notes: enter any additional note, if appropriate |  |
| 5 | Save Data | Choose the Save button. |  | In case you want to add apprentice-specific data to another department, select that department in the Apprentice Departments part of the screen and enter the appropriate data in the Manage Apprentice Department part of the screen. | The message Your changes were successfully saved is displayed and the updates are visible on the screen. |  |
| 6 | View History of Department (Optional) | To view the history of the apprentice department you have just maintained, select the History button on the Manage Apprentice Department part of the screen.  In the Change History part of the upcoming Apprentice Department Changes dialog box select the available record(s) and view the details.  When done, choose the Cancel button. |  | You can also adapt the record you have just created and choose the Save button. |  |  |
| 7 | Return to Main Page | Choose the Back  icon located next to Apprentice Department on the left side of the screen. |  |  | You return to the main Apprentice Management page. |  |

## Maintaining Apprentices

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | Apprentice Supervisor | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The Apprentice Supervisor creates an existing employee as apprentice. Already existing apprentices are also listed and can be maintained by the Apprentice Supervisor as required.

Prerequisite

The employee with an Employee Class for Apprentices has been hired and exists in the system. Employment information, job information, time off information, and so on, and some apprentice data have been maintained. If public holidays should be shown in the apprenticeship plan, the holiday calendar must have been maintained in the job information, too.

During hiring of the apprentice, the Relationship Type Apprentice Supervisor must have been maintained.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as Apprentice Supervisor. |  | In case you execute this process step immediately after the previous process step and are already on the Apprentice Management main page, you can skip these test steps and proceed directly with test step # 3. | The Home page is displayed. |  |
| 2 | Access Apprentice Management module | From theHomedrop-down, select Apprentice Management*.* |  | The Apprentice Management page is displayed, containing the Apprenticeship Plan. |  |
| 3 | Select Action to be Performed | Select the Take Action button located in the top right corner of the screen and from the value list, which appears, select Manage Apprentices. |  |  | The displayed screen is divided in two parts:   * Apprentices: Existing apprentices are listed on the left side of the screen. * Create Apprentice: The right side of the screen can be used for creating an existing employee as new apprentice. |  |
| 4 | Create Employee as Apprentice | In the Create Apprentice part of the screen, make the following entries: | Apprentice: select the Drop-Down  icon inside the field, in the Search  field enter the name (or name parts) of the employee, and select the appropriate person from the result list |  |  |  |
| Active Apprentice: checkbox is flagged by default; leave as is |  |
| Group: select from drop-down |  |
| School: select from drop-down, if appropriate | In case the apprenticeship should take place only within the company (meaning, internal training and on-the-job training only), no school needs to be selected. |
| Start Date: select start date for the apprenticeship from calendar help, most likely the same date as the Hire Date entered during hiring | Events can be entered into the apprenticeship plan of the apprentice only within the time range of these dates. For more details on events, refer to process step Maintaining Apprenticeship Plan. |
| End Date: select end date for the apprenticeship from calendar help |
| Year: select start year or end year of the apprenticeship, if appropriate |  |
| Apprentice Supervisor: defaulted based on name maintained for Apprentice Supervisor in the Job Relationships subsection of the Employment Information section; read-only |  |
| Mentor: select the Drop-Down  icon inside the field, in the Search  field enter the name (or name parts) of the employee, and select the appropriate person from the result list | If the apprentice has a mentor, you can enter details here. |
| Holiday Calendar: defaulted based on value maintained in the Job Information subsection of the Employment Information section; read-only |  |
| Notes: enter any additional note, if appropriate |  |
| 5 | Save Apprentice Data | Choose the Save button. |  |  | The message Your changes were successfully saved is displayed and the newly created apprentice is visible on the left side of the screen. |  |
| 6 | Update Data of Existing Apprentice (Optional) | In case you need to adapt an existing apprentice, in the Apprentices part of the screen select the appropriate apprentice, make adaptions as appropriate, and then choose the Save button. |  | In case you want to create an existing employee as new apprentice after you have maintained another apprentice, choose on the bottom of the Apprentices part of the screen the + icon. The Create Apprentice section is displayed in the right part of the screen, where you can enter data as appropriate. |  |  |
| 7 | Return to Main Page | Choose the Back  icon located next to Apprentices on the left side of the screen. |  |  | You return to the main Apprentice Management page. |  |

 Note

Upon having created an existing employee as apprentice, make sure that the apprentice has been added as member to the SAP BestPractices Apprentices permission group and that you assign an apprentice supervisor in job relationship.

## Maintaining Apprenticeship Plan

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | Apprentice Supervisor | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The main tool for the Apprentice Supervisor to manage the apprentices he or she is responsible for is the apprenticeship plan. With the help of this tool, the Apprentice Supervisor creates so-called training events in the calendar for particular apprentices or the entire group.

Training events for apprentices can be categorized according to defined event types. Depending on the event type category assigned to the event type, different fields are available for event creation.

The categories available for the event types are:

* School: this is a training course provided by a ~~training establishment~~ school outside your company.
* Internal Training: ~~this is a training, such as a course, or any other event, such as a social project, that is conducted within your company~~. this is a training course within your company.
* On-the-Job Training: ~~this is a practical training event intended to give apprentices direct experience of the work they will be doing~~. this is practical experience of the work the individual is an apprentice for.

Prerequisites

Appropriate event types have been defined during configuration. You need these events in order to be able to create them in the calendar of the apprentices.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as Apprentice Supervisor. |  | In case you execute this process step immediately after the previous process step and are already on the Apprentice Management main page, you can skip these test steps and proceed directly with test step # 3. | The Home page is displayed. |  |
| 2 | Access Apprentice Management module | From theHomedrop-down, select Apprentice Management*.* |  | The Apprentice Management page is displayed, containing a calendar and color-coded events:   * On-The-Job Training * Other Internal Events * School * Time off, such as vacation |  |
| 3 | Select Apprentice Group | Select the apprentice group(s) which contain the apprentice(s) you are responsible for. | View Plan: Apprenticeship Plan is defaulted; leave as is |  |  |  |
| Show Plan for Apprentice Group(s): select the drop-down and in the list, that expands, flag the checkbox next to the group(s) of interest |  | The apprentices in the selected group(s) are displayed in the calendar. |
| 4 | Create New Event for Apprentice | To create new events in the calendar for the apprentice(s), flag the checkbox next to the apprentice(s) and choose the Add Event button. |  | In case you want to create an event for the whole apprentice group, flag the Select All checkbox. | The Add Event screen is displayed. |  |
| 5 | Add Event Type Category **School** in Apprenticeship Plan | On the Add Event screen, make the following entries: | For Apprentice(s): name of apprentice(s) selected in test step # 4 is defaulted; leave as is |  |  |  |
| Event Type: select <event type name>(School)from drop-down |  | Additional fields to be filled are displayed. |
| All Day Event: checkbox flagged per default; leave as is or unflag it if appropriate | In case it is not an all-day event, meaning you have unflagged the checkbox, you can enter start and end times for the event. |  |
| From: select date from calendar help |  |  |
| To: select date from calendar help |  |  |
| School: select from drop-down |  |  |
| Event Name: defaulted with Event Type Name; adapt if appropriate |  |  |
| Location: defaulted based on value entered in field School; read-only | The location of the school has been maintained in process step Maintaining Schools. |  |
| Notes: enter any additional note, if appropriate |  |  |
| Choose the Save button. |  |  | The message Your changes were successfully saved is displayed and you return to the main Apprentice Management page, where the event type is displayed in the apprenticeship plan of the apprentice(s). |
| 6 | Create Additional Event for Apprentice | Flag the checkbox next to the apprentice(s) and choose the Add Event button. |  |  | The Add Event screen is displayed. |  |
| 7 | Add Event Type Category **Internal Training** in Apprenticeship Plan | On the Add Event screen, make the following entries: | For Apprentice(s): name of apprentice(s) selected in test step # 4 is defaulted; leave as is |  |  |  |
| Event Type: select <event type name>(InternalTraining)from drop-down |  | Additional fields to be filled are displayed. |
| All Day Event: checkbox flagged per default; leave as is or unflag it if appropriate. | In case it is not an all-day event, meaning you have unflagged the checkbox, you can enter start and end times for the event. |  |
| From: select date from calendar help |  |  |
| To: select date from calendar help |  |  |
| Event Name: enter as appropriate |  |  |
| Location: enter if appropriate |  |  |
| Notes: enter any additional note, if appropriate |  |  |
| Choose the Save button. |  |  | The message Your changes were successfully saved is displayed and you return to the main Apprentice Management page, where the event type is displayed in the apprenticeship plan of the apprentice. |
| 8 | Create Additional Event for Apprentice | Flag the checkbox next to the apprentice(s) and choose the Add Event button. |  |  | The Add Event screen is displayed. |  |
| 9 | Add Event Type Category **On-The-Job Training** in Apprenticeship Plan | On the Add Event screen, make the following entries: | For Apprentice(s): name of apprentice(s) selected in test step # 4 is defaulted; leave as is |  |  |  |
| Event Type: select <event type name>(On-The-JobTraining)from drop-down |  | Additional fields to be filled are displayed. |
| All Day Event: checkbox flagged per default; leave as is or unflag it if appropriate. | In case it is not an all-day event, meaning you have unflagged the checkbox, you can enter start and end times for the event. |  |
| From: select date from calendar help |  |  |
| To: select date from calendar help |  |  |
| Department: select from drop-down the department where the apprentice is to gain practical experience |  |  |
| Event Name: defaulted with name of selected Department; adapt if appropriate |  |  |
| On-Site Supervisor(s): defaulted based on value entered in field Department; read-only | The data related to the department has been maintained in process step Maintaining Departments. |  |
| Location: defaulted based on value entered in field Department; read-only |  |
| Head of Department: defaulted based on value entered in field Department; read-only |  |
| More Information: defaulted based on value entered in field Department; read-only |  |
| Notes: enter any additional note, if appropriate |  |  |
| Choose the Save button. |  |  | The message Your changes were successfully saved is displayed and you return to the main Apprentice Management page, where the event type is displayed in the apprenticeship plan of the apprentice. |
| 10 | View Apprenticeship Plan for Apprentice | Review the details of the plan you have just maintained. | View Plan: Apprenticeship Plan is defaulted; leave as is |  | The available plans for the selected groups or apprentices are displayed. |  |
| Show Plan for Apprentice Group(s): select the drop-down and in the list that expands, flag the checkbox next to the group(s) of interest | Alternatively, you can leave this field empty and enter in the For Apprentice(s) field the name of the apprentice(s) for whom you want to view the apprenticeship plan. |
| You can vary the display of the apprenticeship plan as follows:   * By choosing the arrows pointing left and right, thereby moving the calendar backward or forward by ~~a~~ two months. * By using the dropdown to change the display from 2Months to Week or Year. * By choosing the months to change the start month from, for example, September to October. |  |  |  |

## Sharing Apprenticeship Plan

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | Apprentice Supervisor | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

When the Apprentice Supervisor is finished with the planning of the apprenticeship of apprentices, he or she will need to share the plan with those affected by it, namely the apprentice(s) and the on-site supervisor.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as Apprentice Supervisor. |  | In case you execute this process step immediately after the previous process step and are already on the Apprentice Management main page, you can skip these test steps and proceed directly with test step # 3. | The Home page is displayed. |  |
| 2 | Access Apprentice Management module | From theHomedrop-down, select Apprentice Management*.* |  | The Apprentice Management page is displayed, containing a calendar and color-coded events:   * On-the-job training * Other internal events * School * Time off, such as vacation |  |
| 3 | Select Apprenticeship Plan to be Shared | Choose the plan for apprentice(s) or apprentice group(s) you want to share with the persons affected by it. | View Plan: Apprenticeship Plan is defaulted; leave as is |  |  |  |
| Show Plan for Apprentice Group(s): select the drop-down and in the list that expands, flag the checkbox next to the group(s) of interest | Alternatively, you can leave this field empty and enter in the For Apprentice(s) field the name of the apprentice(s) whose apprenticeship plan you want to share. | The apprentices in the selected group(s) are displayed in the calendar, together with their apprenticeship plans. |
| 4 | Share Apprenticeship Plan of Apprentice(s) | To share the plan, flag the checkbox next to the appropriate apprentice(s) and choose the Share Plan button. |  | In case you want to share the plan for the whole apprentice group, flag the Select All checkbox. | The Share Plan screen is displayed. |  |
| On the Share Plan screen, make the following entries: | For Apprentice(s): name of selected apprentice(s) is defaulted; leave as is |  |  |
| Send an email to:  On-Site Supervisor(s): checkbox flagged per default; leave as is or unflag if appropriate  Apprentice(s): checkbox flagged per default; leave as is or unflag if appropriate |  |  |
| Share all planned events for the apprentices selected: flag checkbox if appropriate |  | In case you flag the checkbox, the two date fields below are not displayed. |
| From: defaults to today’s date, adapt as appropriate by selecting from calendar help | In case you have flagged the Share all planned events for the apprentices selected checkbox, these fields are not available for maintenance. |  |
| To: select from calendar help |  |
| Notes: a standard text is offered; leave as is or adapt as per your requirements |  |  |
| Choose the Share Plan button. |  |  | The message Your changes were successfully saved is displayed and you return to the Apprentice Management page, where the apprenticeship plan is displayed.  The apprenticeship plan has been shared. The status of the events has changed to Shared, which means that they are visible in the department apprenticeship plan of the on-site supervisor, and in the apprentice profile. The on-site supervisor(s) and apprentice(s) affected are notified by e-mail. |

 Note

To see the status of the shared event, in the apprenticeship plan select that event. In the upcoming <event name> screen, directly below the screen title, the information message The event has been shared is displayed.

 Note

If you subsequently need to change an event that you've already shared, you need to share it again so that the change is visible. To achieve this, proceed as follows:

* Log on to Employee Central as Apprentice Supervisor.
* From theHomedrop-down, select Apprentice Management.
* Select the apprentice group(s), which contain the apprentice(s) you are responsible for. For each apprentice, the apprenticeship plan with details to events the apprentice needs to participate at is displayed.
* In the apprenticeship plan, select the event you need to update. In the upcoming screen, adapt the data as appropriate and then choose the Save and Share Updates button.
* In the upcoming Success dialog box, leave the Notify other involved parties checkbox flagged and choose the OK button. You return to the apprenticeship plan. The changes in the apprenticeship plan have been shared and the affected on-site supervisor(s) and apprentice(s) have been notified by e-mail.

### Sending E-mail Notification about Apprenticeship Plan Availability

Purpose

Upon sharing the apprenticeship plan, an email notification with subject Apprentice plan updated is sent automatically from the account of the apprentice supervisor to the apprentice(s) and the on-site supervisor(s).

Prerequisites

The email addresses of the apprentice and his or her on-site supervisor need to be maintained in their employee files in the Contact Information block (located in the Contact Information subsection).

Procedure

This is an automated step, and no manual execution is required.

### Receiving E-mail Notification about Apprenticeship Plan Availability

Purpose

The apprentice(s) and on-site supervisor(s) affected by the shared apprenticeship plan receive email notifications informing them that they have a new apprenticeship plan they can check. For concerns and questions, they can contact the apprentice supervisor.

This is an automated step, and no manual execution is required.

## Viewing Department Plan (Optional)

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | Apprentice Supervisor | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The Apprentice Supervisor can get an overview of what departments his or her apprentices are assigned to. For this, he or she will choose the department plan and select the respective department(s).

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as Apprentice Supervisor. |  | In case you execute this process step immediately after the previous process step and are already on the Apprentice Management main page, you can skip these test steps and proceed directly with test step # 3. | The Home page is displayed. |  |
| 2 | Access Apprentice Management module | From theHomedrop-down, select Apprentice Management*.* |  | The Apprentice Management page is displayed, containing a calendar and color-coded events:   * On-the-job training * Other internal events * School * Time off, such as vacation |  |
| 3 | Select Department Plan | Choose the department plan and select the department(s) to which your apprentice(s) are assigned to. | View Plan: select Department Plan from drop-down |  |  |  |
| Show Department(s): select from drop-down; for example, the department you maintained in process step Maintaining Departments |  | The selected department(s) are displayed below the calendar. For each department, the maximum number of apprentices to be managed in the department is displayed. |
| 4 | View High-Level Department Plan | ~~Vary the display of the department plan by choosing the arrows pointing left and right above the calendar, thereby moving the calendar backward or forward by a two months.~~  ~~By using the dropdown, you can change the display from 2 Months to Week or Year.~~  ~~By choosing the months to change the start month from, for example, September to October.~~  You can vary the display of the apprenticeship plan as follows:   * By choosing the arrows pointing left and right, thereby moving the calendar backward or forward by ~~a~~ two months. * By using the dropdown to change the display from 2Months to Week or Year. * By choosing the months to change the start month from, for example, September to October. |  |  | Your apprentice(s) are displayed for the period they are supposed to do the on-the-job training in the selected department. |  |
| 5 | View Detailed Department Plan | Select an apprentice and in the upcoming screen view details to the department, like for example, on-site supervisor and location. |  |  |  |  |

## Viewing my Apprenticeship Plan

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | Apprentice | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The Apprentice needs to know where he or she is expected to be and what he or she will be doing at that place. To get an overview of these topics, the Apprentice is viewing the apprenticeship plan shared by the Apprentice Supervisor.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as Apprentice. | The Home page is displayed. |  |
| 2 | Select Employee File | From theHomedrop-down, select My Employee File*.* | The My Employee File screen is displayed containing your profile. |  |
| 3 | Go to Apprentice Section | Go to the Apprentice section. | The Apprentice section is displayed, containing the calendar with the apprenticeship plan. |  |
| 4 | View Apprentice Information | Choose the Show more link on the bottom of the Apprentice subsection. | The Apprentice Details and Event Overview blocks are expanded. |  |
| View your detailed apprenticeship plan shown in the calendar. It contains details to the events in which you are supposed to participate. The events are:   * On-the-job training * Other internal events * School * Time off, such as vacation   ~~In case the events are planned in the future, you need to vary the display of your apprenticeship plan by choosing the arrows pointing left and right above the calendar, thereby moving the calendar backward or forward by a two months.~~  ~~By using the dropdown, you can change the display from Month to Week or Year.~~  ~~By choosing the months you can change the start month from, for example, September to October.~~  In case the events are planned in the future , you can vary the display of the apprenticeship plan as follows:   * By choosing the arrows pointing left and right, thereby moving the calendar backward or forward by ~~a~~ month. * By using the dropdown to change the display from Month to Week or Year. * By choosing the months to change the start month from, for example, September to October. |  |  |
| View the information shown in the Apprentice Details block, like period of apprenticeship, the apprentice group to which you belong, and the school, where you should attend your external training. |
| View the information shown in the Event Overview block, like on-the-job training or internal training. |
| To view details of a particular event, in the apprenticeship plan select that event. The details are displayed in a separate screen. |

 Note

Apprentice Supervisors can look at apprenticeship information for individual apprentices, too. For this, they need to search for the apprentice by entering name (or name parts) in the Search for actions or people box, in the top right corner of the Home page, selecting in the result list the appropriate apprentice, and continuing as described in the Procedure above (starting from test step # 3).

## Viewing Apprenticeship Plan of Apprentices

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | On-Site Supervisor | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The On-Site Supervisor needs to know how many apprentices are coming to his or her department, what they will be doing, and when. To get an overview of these topics, the On-Site Supervisor is viewing the apprenticeship plan shared by the Apprentice Supervisor.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as On-Site Supervisor. | The Home page is displayed. |  |
| 2 | Access Apprentice Management Tile | On the Home page, go to theMy Specialtysectionand select the Apprentice Management tile. | The Department Plan page is displayed, containing the apprenticeship plan with details of the apprentices assigned to events taking place at the site you are responsible for. |  |
| 3 | View Department Plan | Vary the display of the apprenticeship plan by choosing the arrows pointing left and right above the calendar, thereby moving the calendar backward or forward by a month. By using the dropdown, you can change the display from Month to Week or Year. By choosing the months, you can change the start month from, for example, September to October.  The apprenticeship plan contains details to all events the apprentices are supposed to participate in; these events are color-coded.  View the apprenticeship plan of the apprentices assigned to your department. The events taking place at your department are highlighted in blue. |  |  |
| 4 | View Information of Individual Apprentice | You can also view apprenticeship information for individual apprentices. Proceed as detailed below: |  |  |
| Select from the Home drop-down My Employee Files. Select the drop-down next to your name to enter the name of the apprentice in the search box, and choose the appropriate apprentice in the list of employees matching the search criteria. |  |
| Go to the Apprentice section. |  |
| Choose the Show more link on the bottom of the Apprentice subsection. | The Apprentice Details and Event Overview blocks are expanded. |
| View the detailed apprenticeship plan shown in the calendar.   Recommendation  In case the events are planned in the future, you will need to vary the display of the apprenticeship plan by choosing the arrows pointing right above the calendar, thereby moving the calendar forward by ~~a~~ two months. |  |
| View the information shown in the Apprentice Details block, like period of apprenticeship, the group to which the apprentice belongs, and the school, where the apprentice attends the external training. |  |
| View the information shown in the Event Overview block, like on-the-job training or internal training. |  |
| To view details of a particular event, in the apprenticeship plan select that event. The details are displayed in a separate screen. |  |

# Country-Specific Fields

## Employee Class

### United Arab Emirates (AE)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Employee Class: Intern (AE) |  |
| Employment Type Interns(AE) | In case both Position Management and Apprentice Management have been implemented, and the new employee is an apprentice, use the combination of employee class Intern(AE) and employment type Interns(AE). |

### Australia (AU)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Employee Class: Fixed Term Full Time (AU) or Fixed Term Part Time (AU) |  |
| Employment Type Apprentice(AU) | In case both Position Management and Apprentice Management have been implemented, and the new employee is an apprentice, use the combination of employee class Fixed Term Full Time (AU) or Fixed Term Part Time (AU) and employment type Apprentice (AU). |

### China (CN)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Employee Class: Intern (CN) |  |

### Germany (DE)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Employee Class: Apprentice (DE) |  |
| Employment Type Apprentice(DE) | In case both Position Management and Apprentice Management have been implemented, and the new employee is an apprentice, use the combination of employee class Apprentice(DE) and employment type Apprentice(DE). |

### France (FR)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Employee Class: Apprentice (FR) |  |

### United Kingdom (GB)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Employee Class: Apprentice (GB) |  |

### Kingdom of Saudi Arabia (SA)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Employee Class: Interns (SA) |  |
| Employment Type Interns(SA) | In case both Position Management and Apprentice Management have been implemented, and the new employee is an apprentice, use the combination of employee class Interns(SA) and employment type Interns(SA). |

### United States (US)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Employee Class: Apprentice (US) |  |

# Appendix

## Process Chains

The process to be tested in this test case is part of a chain of integrated processes.

### Preceding Processes

You may first have completed the following business processes and conditions before you start with the test steps:

| Process | Business Condition |
| --- | --- |
| Add New Employee / Rehire (FJ0) | Employees with an Employee Class for Apprentices must have been hired (or rehired) and already exist in the system. |

Typographic Conventions

| **Type Style** | **Description** |
| --- | --- |
| Example | Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options.  Textual cross-references to other documents. |
| Example | Emphasized words or expressions. |
| EXAMPLE | Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE. |
| Example | Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools. |
| Example | Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation. |
| <Example> | Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system. |
| EXAMPLE | Keys on the keyboard, for example, F2 or ENTER. |

|  |
| --- |
|  |
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